

[illegible]

**INSTRUCTIONS FOR COMPLETING THE SUMMARY FORM FOR REPORTING MONTHLY
TONNAGE OF FERTILIZER SOLD IN COUNTIES IN VIRGINIA**

1. Review label in upper left corner and make any address corrections in the space provided.
2. Enter the month for which the report covers. Each month must be reported separately.
3. Sign the form.
4. County - List each county code (using enclosed list) in numerical order.
5. Tons - Enter the number of tons or portion thereof. (Please note that this column has been moved.)
6. Grade and Material - Combine same grade or material for a particular county and enter total amount. Enter secondary nutrients last for a particular county.
7. Bag, Bulk, or Liquid - Enter the appropriate number code (Bag = 1, Bulk = 2, or Liquid = 3) for each grade.
8. Farm or Non-Farm (Speciality) - Specify only one or the other for a particular grade.